



“Answers to Money Questions”

These guidelines are intended to help Student Group Officers and members become familiar with how to obtain, account for, and utilize funds allocated to your organization. Please contact the Office of Student Government at (718-631-6239) or the Office of Student Activities (718) 631-6233) for more information.

What is a Budget?

It is simply an amount of student fee money allocated to your organization. It identifies how much money you have to spend for a specific semester.

When are Budgets Submitted and Approved?

Student Groups at Queensborough Community College are allocated money each semester. A *point system* is used to determine how much to give to each Student Group. Your organization receives points for various programs and events conducted by, or attended by members of your group. The Student Government Treasurer will inform student groups when budgets have been allocated for the semester. *You may not spend any money before you have been informed as to what your budget is!*

Who Approves Budgets?

Student Groups are awarded points and subsequently a budget by the Queensborough Student Association Allocating Committee. Once approved by this body, it is subject to review of the Student Government President, who may veto the proposed allocations.

May We Appeal the Allocating Committee's Decision?

Yes, you may make an appeal in writing to the Student Government Treasurer. He/she will call a meeting of the Allocating Committee to review the amount of points and money given to your group.

When Can Budgets Be Spent?

Funds can only be spent from the time official allocation occurs until the last day of classes for the semester. ***NO SPENDING MAY OCCUR BEFORE YOU ARE OFFICIALLY NOTIFIED OF YOUR ALLOCATION FOR THE SEMESTER!***

What If We Have Money Left Over?

Any unused funds in your account at the end of the Fall Semester will carry over to your account for the Spring Semester. Any funds left in your account at the end of the Spring Semester are deposited in the QCC Association Reserve Account. You will not have access to the funds deposited into the Reserve Account.

How Do We Spend Funds Allocated to Us?

All payments and purchases must be made through the QCC Association Office. In order to make a payment of any kind you must fill out one (1) of the three (3) following forms:

- Payment Voucher
- Purchase Requisition
- Travel Authorization

When Do We Use Each Form?

- A. Payment Vouchers are used to pay for expendable supplies (items that have a lifespan of less than one year and personal services such as DJ's, Bands, and Speakers etc.
- B. Purchase Requisitions are used to buy any equipment or items that are not expendable or for any item or service that costs more than \$1,000.
- C. Travel Authorization form is used when taking an advance for anticipated travel.

How Do We Process a Payment Voucher?

A payment Voucher will produce a check to a third party (someone other than yourself) provided you have an original invoice, bill, receipt, estimate or contract agreement. You may also use a Payment Voucher to reimburse yourself for out of pocket expenditures for your club or organization. Payment Vouchers are available from the Student Government Secretary in the Student Union Lower Level. The President of the organization must sign the form and submit it (with *all* receipts, bills, etc. attached) to the SGA Secretary in the Student Union Building Lower Level. The SGA President or Treasurer and the Director of Student Activities will then sign the payment voucher. It will be sent to the QCC Association Office for the check to be cut. Please allow at least two (2) week for checks to be available. Payment vouchers can only be used for items or services that are less than \$1,000.

How do We Process a Purchase Requisition?

When you want to buy something of a capital nature, or non-expendable items, or an item that costs more than a \$1,000 a Purchase Requisition must be used. The Purchasing Office will obtain bids (estimates) for what you want and order the best offer. At no time should the organization tell a vendor or supplier they will use them until official notice has been

given by Purchasing. The SGA President and the Director of Student Activities must sign the Purchase Requisition. The items will be delivered to the Office of Student Activities for security and accountability reasons.

How Do We Process a Travel Advance?

When there is a need to travel, a Travel Authorization form must be filed by each individual traveling. The President of the organization, the QSA President or Treasurer and the Director of Student Activities must sign this form. Transportation, lodging and registration costs should be paid directly to a travel agent, hotel or association. Your advance will then be limited to local transportation and meals.

Please note: Students who fail to account properly for advances shall be treated as being delinquent or in default and shall be barred from registration and from receiving a transcript or degree until a proper accounting or restitution is made.

What Happens if Our Group charges an Admission Fee or Sells Food?

All money collected must be accounted for and deposited at the Bursar's Office. You may not use any cash collected to pay for costs associated with the event. This must be done by check. Please note the ticket policy when charging admission to events and the sales policy for food or other items. Both are explained below.

How do We Sell Tickets?

Any event having an admission charge must use pre-numbered tickets. These must be obtained from the Office of Student Activities. You may use individually printed tickets or a roll of tickets. The Director of Student Activities indicating how many tickets were allotted to an organization will maintain a "Ticket Log". Your organization is financially responsible for all tickets received from the Office of Student Activities. You must deposit all funds collected to the Bursar's Office. You must turn in the deposit receipt from the Bursar's Office and any unsold tickets as soon as possible after the event to the Director of Student Activities. Any discrepancy between the deposit and unsold tickets will be deducted from the organization's budget.

How Do We Sell food or Other Items?

You must request permission before you start a fundraising project. Please e-mail Rvolel@qcc.cuny.edu or GRivera@qcc.cuny.edu with the details regarding the request. Home baked items not allowed. Raffles are allowed, but prizes must be less than \$100. Funds must be deposited with the Bursar's Office. If donating funds to an outside organization, we require a letter from the organization indicating that they will accept the donation and proof of their not for profit status. Any group selling refreshments or other items must keep an accurate record of receipts. This record must be given to the Director of Student Activities along with a copy of the deposit receipt from the Bursar's Office. You may not use any cash taken in during the event to pay for any costs associated with

the event. All funds received must be deposited with the Bursar's Office- NO EXCEPTIONS!

How Do We Pay a Band, Disc Jockey or Speaker?

You must fill out a contract and payment voucher available in the Office of Student Government to arrange for payment for entertainment etc. The performer, President of the organization, QSA President and the Director of Student Activities, must sign the contract. The performer must supply their social security or Tax ID Number on the contract. The completed contract is necessary to process the payment voucher. For more information on payment vouchers, see above. Any contracts and payment vouchers must be submitted with all signatures at least two (2) weeks before the performance for a check to be available the day of the performance. The QSA will not pay any deposits for services at a later date.

Where Do We Go For More Information?

The staff of Student Government and Student Activities can help with any questions you may have regarding Student Club and Organization budgets, payment vouchers, purchase requisitions, ticket sales and event planning. Please call (718) 631-6239 or stop by the Student Union Lower Level for additional assistance.